# Child Development Bureau



Child Development Bureau

#### BUREAU OF CHILD DEVELOPMENT

The Bureau of Child Development (BCD) administers a cluster of programs, that affect the early education, early intervention, emotional and physical development, and care of children.

#### The mission of the Bureau: Building Bright Futures for Children

The Family and Social Services Administration, through the Division of Family and Children and the Bureau of Child Development, makes available to families a continuum of services based on the needs of each child and family. The Bureau of Child Development has five sections: Educare, First Steps, Healthy Families, Child Care Center and Home Licensing, and Child Care Health.

#### The First Steps Program

The First Steps Early Intervention System is Indiana's response to Part C of the Individuals with Disabilities Education Act. Established in 1986, this federal legislation created an opportunity for states to establish a community-based, family-centered, comprehensive system of early intervention services for eligible children and their families. First Steps' broad definition of children with special needs, the exclusion of family income as consideration for eligibility, emphasis on family-focused intervention and efforts to provide services in the child's natural environment all combine to create a successful program whose population consists of those in most need of early intervention. The cognitive developmental and social competency gains proven to result from early intervention programs like First Steps, contribute greatly to the creation of safer, healthier and more prosperous communities.

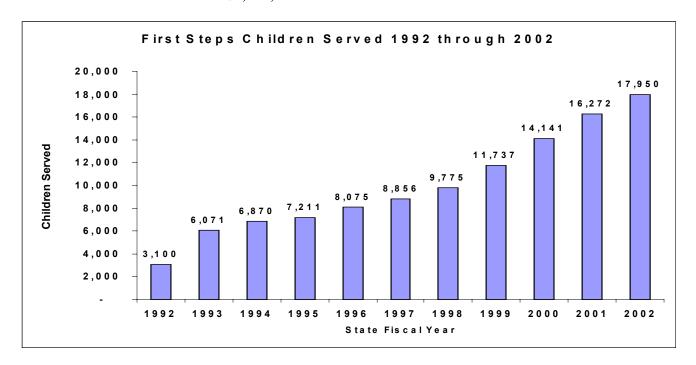
First Steps is based in each of Indiana's 92 counties and is implemented by a Local Planning and Coordination Council (LPCC) in each of them. First Steps works with local education, health and social service professionals to meet the special needs of children and families. First Steps is administered by the Indiana Family and Social Services Administration, Division of Family and Children, Bureau of Child Development.

In SFY 2002, 17,950 infants and toddlers received services through the First Steps System. The estimated number of First Steps population is 18,000 children. The program is available to children from birth to three years old who:

- are experiencing developmental delay;
- have a diagnosed condition that has a high probability of resulting in a developmental delay; and/or,
- are at risk of having substantial developmental delay as a result of biological risk factors if early intervention service are not provided.

Services that are guaranteed to enrolled children are: Speech Therapy, Occupational Therapy, Physical Therapy, Developmental Therapy, Social Work, Psychological Services, Nutrition, Health, Nursing, Medical Diagnostics, Audiology, Vision Services, Assistive Technology, Service Coordination, Transportation, and Family Training and Counseling.

Direct services expenditures for SFY 2002 were \$58,930,670.00. Federal Part C funds available for SFY 2002 totaled \$7,830,010.



#### **Healthy Families Indiana**

Healthy Families Indiana is a primary prevention program. It is a voluntary home visiting program for new parents as well as strategy for strengthening families and promoting healthy child outcomes. A variety of services are provided including child development, access to health care and parent education. By working closely with hospital maternity wards, prenatal clinics and other local agencies, the program systematically identifies, either before or immediately after birth, families who would benefit from education and support services and offers them home visitor services. In partnership with Healthy Families America, the national home visitation model, Healthy Families Indiana was launched in 1994. Prevent Child Abuse America and Healthy Families America credentialed Healthy Families Indiana as a statewide, multi-site system on September 25, 2001. Prevent Child Abuse America (HFA) designates Healthy Families Indiana as the HFA midwest Regional Resource Center of Excellence.

Indiana has the first Healthy Families program in the nation to support a state system with blended federal funds through the establishment of a Healthy Families Fund. Indiana is also the first state to establish formal linkages with the U.S. Justice Department.

At the state level, four different revenue sources contribute to the overall funding. These include: Children's Trust Fund, Criminal Justice Institute, Indiana State Department of Health, maternal and child health, FSSA, Division of Mental Health and Division of Family and Children and TANF funding.

The program is designed to strengthen families by reducing the incidence and possibility of child abuse and neglect, childhood health problems and juvenile delinquency.

#### The goals of Healthy Families Indiana are to:

- Systematically identify overburdened families
- Promote healthy family functioning by teaching problem solving skills
- Reduce family stress
- Improve family support systems
- Promote positive parent/child interaction
- Promote healthy childhood development
- Prevent child abuse and neglect
- Promote self sufficiency by linking families to existing community resources

Healthy Families Indiana provides screening and assessment of families in targeted areas throughout the state. Service entry points include WIC programs, health clinics and local hospitals. Parents are screened using a validated, standardized instrument, the Maternal Record Screen. Positive screens do not assess the risk of child abuse and neglect but do indicate a need to conduct a more in-depth discussion with the family.

Families with positive screens are then assessed using a standard validated instrument, the Kempe Family Stress Checklist which is scored using a standardized rating scale. Families with a score of 25 of higher are offered the opportunity to participate in a voluntary home visiting program tailored to their individual needs.

By working closely with hospital maternity wards, prenatal clinics and other local agencies, Healthy Families Indiana systematically identifies families that could benefit from education and support services either before or immediately after birth. The program stresses collaboration with other local organizations.

Over 1,000 Assessment and Family Support Workers employed by local Healthy Families sites must complete 40 hours of Core Training within the first month of employment and begin to complete the state offered additional 90 hours of basic training within the first six months of hire.

The 56 Healthy Families Indiana program sites provide services to families throughout the state. The number of families served has increased from 760 in 1994 to 24,192 in 2002. Healthy Families has grown from a \$600,000 child abuse and neglect program in 1994 to \$40.9 million in 2002. Funding is a combination of local, state, and federal dollars.

#### Results:

Descriptive data provided by Healthy Families Indiana sites during 2000 - 2001 revealed the following results:

- of the 4,000 families screened each month, 45% had a positive screen and nearly 20% had a positive assessment
- 90% of the children had a regular primary health care provider and over 70% kept regularly scheduled well child visits
- 75% received age appropriate Denver II Developmental Screenings and 89% were up to date on childhood immunizations
- 3% of the families experienced a subsequent pregnancy
- 28% of mothers who have not graduated from high school are enrolled in school or a GED program
- Over 98% of the families served in the largest Indiana site who had at least 24 home visits had no substantiated abuse or neglect while in the program despite the fact they were at higher risk.

#### **Educare - The Child Care Voucher Program:**

Educare section is responsible for the local service delivery of the CCDF subsidy program. The Educare Section has regional consultants working directly with the voucher agents and the local Step Ahead Council's Educare Committees in program monitoring, preparing local Resource and Referral agency grants, School Age Child Care Grants and Quality grants. Temporary Assistance for Needy Families (TANF), Child Care Development Fund (CCDF) and School Age Child Care funds are utilized to support the child care needs of low income families who are working or in education/training programs. Funds are available in all 92 counties and are administered through a voucher and child care contract system for income eligible families with children 13 years of age and younger. Each year the number of children and families served through these programs have increased.

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SFY 2002 =$177,200,000 child care services
SFY 2002 = 78,559 children receiving child care service
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These funding streams are utilized to increase the availability, affordability and quality of child care services for Hoosier families by:

- Providing for the care and supervision of eligible children from low income families
  whose parents are working or in education/training programs. The program is a vital
  support to TANF families during welfare to work activities and during the transition
  from TANF dependency.
- A voucher system allows maximum choice in the selection of a child care provider. All child care providers receiving government vouchers must meet the new minimum standards effective October 2001.
- Supporting before and after school care for school age children
- Supporting local initiatives to increase quality child care.

#### **Child Care Licensing:**

The Child Care Licensing Section is responsible for processing applications for the licensing of child care homes, centers and facilities. This includes visits, at least annually to homes and centers to ensure compliance with state child care regulations and the investigation of any complaints. The Section also has responsibility for maintaining the new www.CareFinderIndiana.org website with information on all licensed and regulated facilities.

Since December 2001, licensing staff have been state employees and dedicate full time to working with child care homes and centers. Prior to this year, the local Offices of Family and Children, through contracted licensing specialists had responsibility for licensing and inspections of family day care homes.

The Licensing Section has entered into a formal agreement with the Office of the State Fire Marshal to fund five marshals dedicated to child care facilities. In the past, the Office would inspect and approve all public facilities including child care and there was a delay in licensing due to lack of staff.

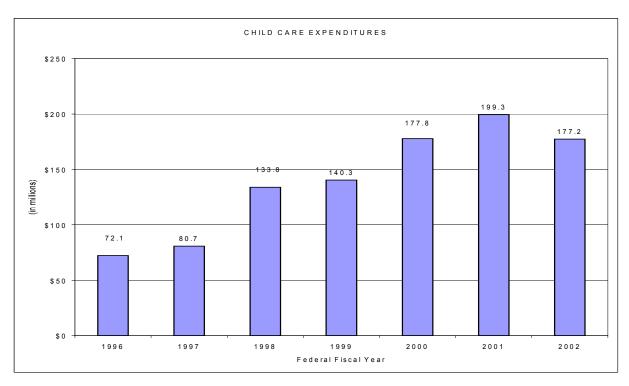
The Licensing Section has a contract with the Indiana Association for Child Care Resource and Referral to provide orientation training to all new child care home applicants on Class I and Class II home rules. They also work in cooperation with the Indiana Development Finance Authority and Service Corps of Retired Executives (SCORE) to assist potential providers access bank loans.

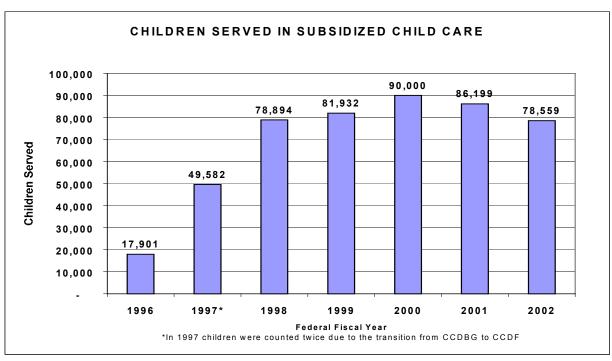
The Licensing Section conducts monthly Indianapolis based Orientation Sessions for all prospective center based providers. At the time of the Orientation Session, prospective providers will receive a complete Application Packet along with workshop sessions presented by all state agencies and DFC bureaus interacting with child care facilities. Pre-registration for these sessions will be available on the Internet later this year.

Each licensee is monitored once per year and additional visits are made as necessary. This monitoring includes any complaints including complaints regarding the ADA or discrimination issues.

As of June 30, 2002, the Division of Family and Children licensed 668 child care centers and 4,030 child care homes for a total of 4,698 licensed facilities with a capacity of 110,122 child care spaces.

There has been a substantial increase from 32 to 53 accredited facilities since the introduction of the additional accreditation tier for higher reimbursements in May 2001.





#### **Child Care Health Unit:**

The Child Care Health Unit conducts quarterly sanitation surveys of registered child care ministries to ensure compliance with statutory requirements. Health and nutrition consultants work with child care centers and residential child care facilities for monitoring compliance with health and food regulations. The Unit monitors State Department of Health child care rules as well as Indiana Department of Environmental Management and OSHA rules as they apply to child care facilities.

The Child Care Health Unit has grown from two sanitarians to five who monitor and give technical assistance to ministries and all new facilities. There has been tremendous growth in ministries over the past five years from 305 to 557. The Unit has three nurses and a dietician who oversee health, food preparation, and sanitation of all child care centers. The three nurses are also responsible for overseeing health, food preparation and sanitation of all child caring residential facilities.

As of May 2001, ministries who applied for voluntary certifications and completed the process were entitled to a higher voucher reimbursement rate. The voluntary certification process brings ministries closer to licensing requirements.

#### **Legally License Exempt Facilities:**

Eight Minimum Standards for health and safety were implemented effective October 2001 for all new licensed exempt providers who receive CCDF funding. Effective October 2002 all existing providers as well as new providers will be required to meet these minimum standards in order to be eligible to be a CCDF voucher provider.

The eight minimum standards include: must be free from communicable tuberculosis; must have written plans for notifying parents in case of emergencies; must be currently certified in infant and child CPR and First Aid; must conduct and document a monthly fire drill; must have a criminal background check and cannot have been convicted of any felony; must have a working telephone; must have working smoke detectors; must ensure that firearms and chemicals and all medications are inaccessible to children.

The Bureau has contracted with local resource and referral agents to assist licensed exempt providers achieve their minimum standards certification. The resource and referral agent completes the check list along with the provider and upon completion of all required standards, refers the provider to the Bureau of Child Development for certification.

#### **Contract/Grants/Operations Management:**

The Contract Management team provides fiscal, budget, and contract management to all sections of the Bureau. The Operations team gives administrative support across all five sections of the Bureau.

#### Child Care Provider Tiered Reimbursements -Incentives for Quality Care

As of May 2001 Indiana introduced a new tiered reimbursement methodology. By adopting this four tiered reimbursement plan, the Division supports the commitment to increase licensed capacity and to raise the quality of care for all children. A tiered reimbursement payment methodology allows families to access higher quality of care including licensed and accredited providers without additional cost to the family. Federal regulations require Indiana to adjust reimbursements accordingly to ensure families receiving federal subsidies have equal access to high quality child care.

#### The reimbursement tiers are as follows:

#### **Tier One:**

The market rates for Legally License Exempt care will be adjusted by 5% to help providers comply with the proposed Minimum Standards.

#### Tier Two:

Registered Child Care Ministries will have the opportunity for an additional 5% based on participation in the Voluntary Certification Program (VCP). There has been an increase in 13 ministries applying and working towards this Voluntary Certifications since the introduction of this new tier.

#### Tier Three:

The new market rates for Licensed Care have been established at the 75<sup>th</sup> percentile of the market rate. This rate is based on data from the 2001 market rate survey of licensed providers in every county.

#### **Tier Four:**

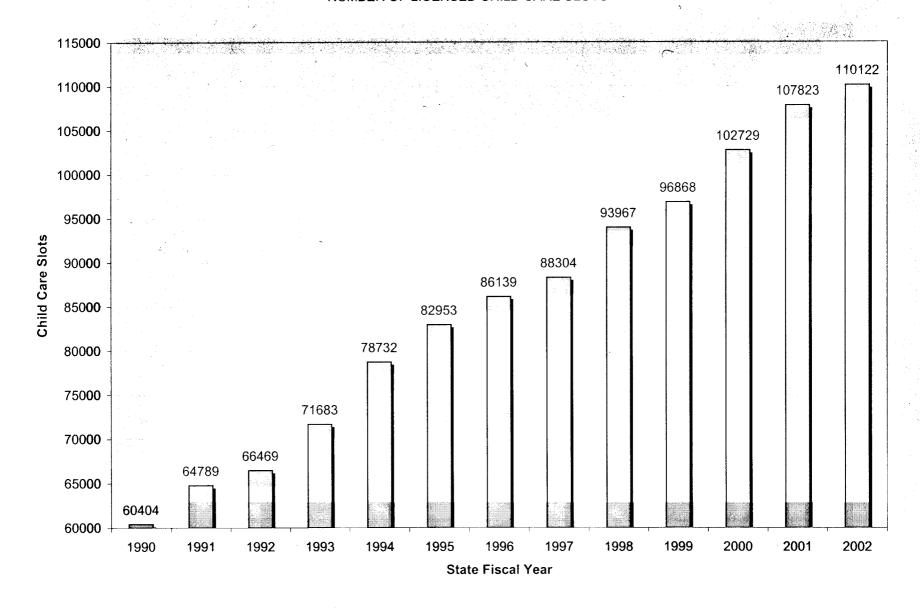
The addition of a new tier of rates for National Accreditation recognizes that these sites will represent the highest quality of care. There has been a 100% increase in accredited facilities since the introduction of this new tier.

#### **Special Needs Child Care:**

The availability of child care for children with special needs is very limited in Indiana. The costs incurred in delivering high quality care for special children are much higher than the 10% allowed for reimbursements to providers delivering this service. Inclusive child care settings are a priority for the Bureau. Recruiting well prepared and well trained staff to work in child care programs throughout the state is also a priority of the Bureau.

A statewide Special Needs Task Force was created in November 2001. The task force was charged with developing a set of recommendations to the Director of the Division of Family and Children for capacity building of inclusive child care setting and an equitable and appropriate methodology for child care subsidy reimbursement to providers for children with special needs.

#### NUMBER OF LICENSED CHILD CARE SLOTS



# The Office of Child Care Quality, Access and Public Private Partnerships

Working to Address the Trilemma of Child Care:
"Affordability, Availability, and Accessibility"
through
"Good Investments for Working Families and their Children"

#### 1. The Indiana Child Care Fund, Inc.

In December 1997, Governor's Executive Order officially authorized the corporate and government partners of the Fund to manage and oversee all statewide early childhood improvements and increased capacity through the building of public private partnerships.

#### FY 2002 – October 1, 2001 to September 30, 2002

• **Second Round of T.E.A.C.H. scholarship funding.** Currently there are 3,000 providers accessing scholarships. 75% of all Licensed child care programs in the state are receiving scholarships for their workers. Scholarships are available for OnLineLearning - <a href="https://www.childcarelearning.IN.gov">www.childcarelearning.IN.gov</a>

#### **Outcome/Result:**

Over 3,000 providers impacting approximately the lives of 36,000 preschoolers

Next generation of the Indiana Symposium on Child Care Financing:
 "Community Child Care Initiatives" – Federal Earmarked Quality dollars specified for Infant and Toddler, Special Needs, Non Traditional Care, and professional development are released to communities through a competitive grant process.

Requirements for success: County team planning and convening: Required public partners are the Local OFCs, local Resource and Referral Agencies and Business Partnership Specialists – Required private partners are local business, parents and community foundations with support from Educare consultants and Step Ahead Councils as well as infant and toddler and special needs specialists, Head Start, Healthy Families, early childhood providers, school corporations, and school age specialists and required and recommended public and private sector members, complete a statement of need, and identify \$1 in private sector funds for every \$2 given by the public sector.

\$2.2 million have been awarded to 40 counties for improving and increasing infant and toddler and special needs child care, non traditional hour care through working with school systems, ministries, foundations, hospitals corporations, Head Start and corporate supported care and corporate networks as well as overall quality enhancements. Technical assistance is provided by private sector members of the Indiana Child Care Fund as well as state agency leadership.

#### **October 1, 2002**

- A third round of T.E.A.C.H. scholarships have been made available to assist providers in meeting the education requirements established in SEA 110.
- Second Round of Community Child Care Initiative grants. Federal Earmarked funds of \$3 million will be used to address the following:
- School Age Programs: A new targeted approach for quality investments in School Age programs will focus on a community based competitive process with local school systems and Head Start and child care programs. Hopefully these efforts will reduce the dependency on child care vouchers currently used for before and after school care.
- Infant and Toddler, Special Needs, Non-traditional Programs:

The federal requirement descriptions will be adhered to. In addition, a new emphasis will be placed on developing on-site child care programs in local high schools to assist young parents to return and complete their high school education. A special emphasis will be on bringing Healthy Families Indiana moms back to school with the infants. The partnership will be developed with the local school systems, Department of Workforce Development, Head Start, Vocational Education and ABE.

# Child Care Fund Pilot Programs. New research and development (R&D) concepts for statewide implementation.

- Intergenerational Initiatives: *Heart to Young at Heart* Eli Lilly and Company has developed a prototype for working with retired executives in early childhood programs. This prototype will be shared throughout the state in the hope that retired teachers, nurses, educators, executives will bring another dimension to the children and improve their level of literacy through creating libraries in every early childhood setting. A Resource Guide is being produced, printed, distributed and marketed throughout the state based upon the current successful model. Cinergy Corporation and all other corporate champions will be participating as mentors in this initiative. The goal is to identify a key retired executive team to work with and train other corporate retirees and develop a public policy team of retired executives for child care enhancements.
- **Project Brain Tree**. A new **Science and Math preschool curriculum** is being developed by local scientists from Eli Lilly, the national university community as well as the state's higher ed community in cooperation with Indiana Department of Education, the Children's Museum, and early childhood professionals. The outcome will be a teaching and learning guide for teachers and parents and 'laboratory kits' to

excite youngsters about education. This overall goal is increased literacy and preparedness for formal school.

• NonFormal Child Development Associate credentials: This approach to attain credentials is an alternative to college based CDAs to meet the new education requirements within three years. It will also be marketed as a quality indicator on CareFinderIndiana. Not all providers are ready to go on campus or go on the web for college level courses. The Indiana Child Care Fund's NonFormal CDA will require the Center director to guarantee an increase in compensation, the same as the T.E.A.C.H. college credit model. The NonFormal environment will require the same national credentialing process from Washington in order to receive their official CDA and the T.E.A.C.H. counselors. T.E.A.C.H. leadership, in cooperation with HeadStart's TriState leadership is building articulation agreements with higher education institutions to accept non formal CDA credentials toward college credit Associate degrees. The Indiana Association for the Education of Young Children will administer this CDA program for the Indiana Child Care Fund.

#### • School Age Credential

This credential will be the first Indiana recognition of well qualified school age care providers. A School Age Child Development Associate credential is being prepared and will be approved by the National School Age Professional Development Association

- An updated Child Care Kit: Child Care "It's Good Business" All supplements will be updated with the latest census data and new resources for businesses and community planners to start working on improved understanding of the importance of businesses supporting their workers. All publications will be available for use by the Hispanic community.
- A Spring Employer Recognition Event will be convened by the Fund in cooperation with the Department of Commerce and the Governor's Office.

#### 2. Employer Supports

#### FY 2000 - 2003

#### • Business Partnership Specialists (BPS)

The introduction of the BPS project. Fifteen (15) community specialists from all walks of life with business backgrounds are working directly with community leaders, planners and businesses to increase their child care investments and support for working families. The objective of the BPS project is to increase the role and investments of businesses in supporting their employee child care needs. The BPS also educates businesses on the new tax credits and other government incentives for these investments.

#### FY 2001

#### **Outcomes:**

The success of **BPS** program is evident in that in 1996 there were 6 corporate supported child care programs and now there are over 71 employers including hospitals, businesses, and universities providing and addressing the child care needs of their employees.

#### FY 2002

#### **Outcomes:**

**The BPS** has successfully developed 1,090 additional employer supported child care spaces accompanied with subsidy support for employees at the \$5 to \$8 salary.

#### **FY 2003**

#### **Proposed Outcomes:**

3,000 employer supported spaces with accompanying financial supports. Pilot programs such as Keys To Work are being planned for replication in cooperation with IMPACT programs, Workforce Development programs, employers and child care facilities. **Over \$3 million of private funds have been directed to employee child care supports.** 

#### 3. Parent Awareness and Support

FY 2001 - 2003

#### • ChildCarefinder - www.childcarefinder.IN.gov

The overall goal of CareFinderIndiana is for all consumers of child care services to have access to information any time, any day whenever they need to make difficult decisions as to where and by whom their infant, toddler and preschooler will be cared for. Carefinder will be the comprehensive resource and reference site in Indiana for early childhood. Parents as well as employers, policymakers and advocates will find important information on this website for planning and state and federal reporting purposes.

#### FY 2001

#### **Outcome:**

Currently, there are over 6,000 family hits on the site. With enhanced marketing efforts and expanded audiences, we are projecting 12,000 monthly hits.

#### **Enhanced ChildCarefinder include:**

#### • The Child Care Locator

Parents can log on to Carefinder anytime, anywhere, anyday, to locate a licensed or registered child care provider closest to home and search for the licensing status of their selected provider. A Map is available and directions and phone numbers are available for scheduling a visit with your child to their new provider.

#### Child Care Provider Education database

The purpose of this database is to monitor and follow students receiving education scholarships, retention, salary enhancements, and meeting statutory mandates. The database will also allow the state to project trends as to utilization and give us a critical federal reporting tool. This information will be transferred to the larger Carefinder website for parents to identify facilities with credentialed providers.

#### • Licensing/Outreach Initiative

The purpose of this new web based approach is to assist prospective child care providers following their attendance at licensing orientation sessions. This outreach will be conducted by our state partners: Licensing, R&R, SCORE, Small Business Development Centers, Indiana Development Finance Authority will offer the technical assistance needed to get providers to reach their license. The critical areas are preparing the business plan and accessing bank loans. Understanding the business side of child care and understanding the county rules and regulations as well as state licensing rules and regulations.

#### 4. Provider Supports

#### FY 2001 - 2003

- The third edition of the ABC's in Child Care Manual will be put on line in both English and Spanish. The Manual is a partnership with SCORE, IDEM, IDFA, SBDC and R&R. The goal of this manual is to turn the complexities of licensing, regulations and business start up into easy to use information to help a prospective provider become a successful child care entrepreneur. The manual is also available at local R&R agencies, voucher intake agencies, Head Start centers, schools and other venues.
- OnLine PreRegistration of Orientation Sessions for Centers, Homes, and Ministries. This effort will allow prospective providers to register from their home, study the information and then register with the Licensing Section. They will be able to register, not only for orientation conducted in Indianapolis, but for orientation throughout the state with local Resource and Referral agencies.
- All Licensing and Regulatory information will be online for their education and pre work before attending orientation. This new Licensing Outreach effort will be

supported by a new database developed by Access Indiana with passwords for our state partners to help track the progress of providers. As they reach licensure, they will receive an invitation to accept a TEACH scholarship to start their education requirements. This comprehensive approach to building a well educated, highly skilled child care workforce is an FSSA Priority. An expanded priority of 15% Increase in Licensed Providers by June 2003.

- Child Care Provider Education Database will track scholarship recipients as to their retention and increased compensation as well as a method of evaluating the impact of enhanced education on children in child care. The database will also give the state a method of tracking how we are spending our earmarked Quality Set Aside funds.
- Introduction of the new OnLineLearning (CCL) <u>www.childcarelearning.IN.gov</u>

A new web based education environment for child care providers to receive college credit Child Development Associate credentials provided by IvyTech State College and St. Mary's of the Woods. Indiana's OnLine CDA includes a literacy component as well as a computer technical tutorial and a business management course. This particular scholarship is unique in that it offers a 4:1 student/mentor ratio support by early childhood professionals who gain additional academic credit and increased compensation linked to satisfactory student achievement. CCL scholarships are geared to assisting providers in rural communities where access to college campuses is limited.. T.E.A.C.H. scholarships are available to support this new learning environment..

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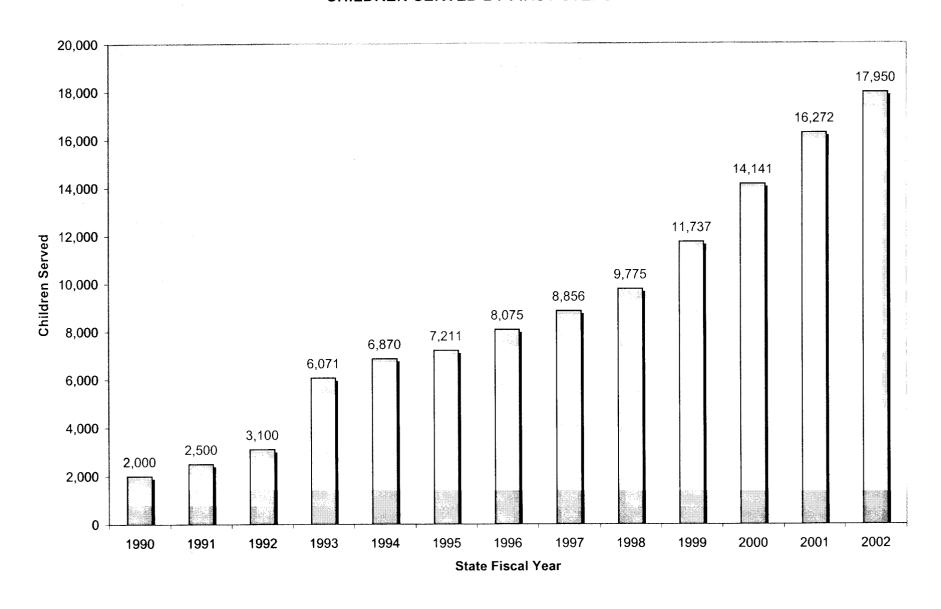
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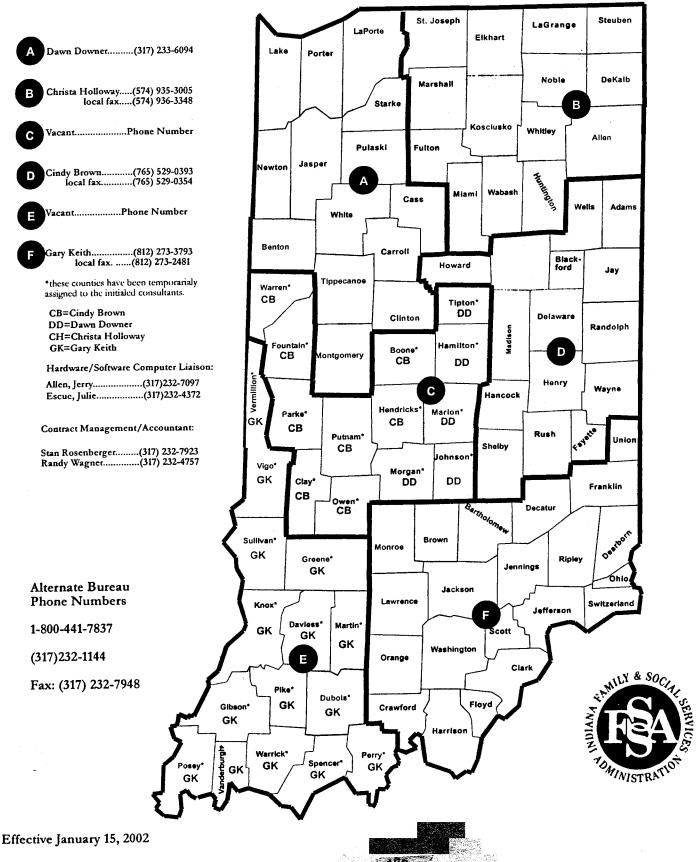
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#### CHILDREN SERVED BY FIRST STEPS

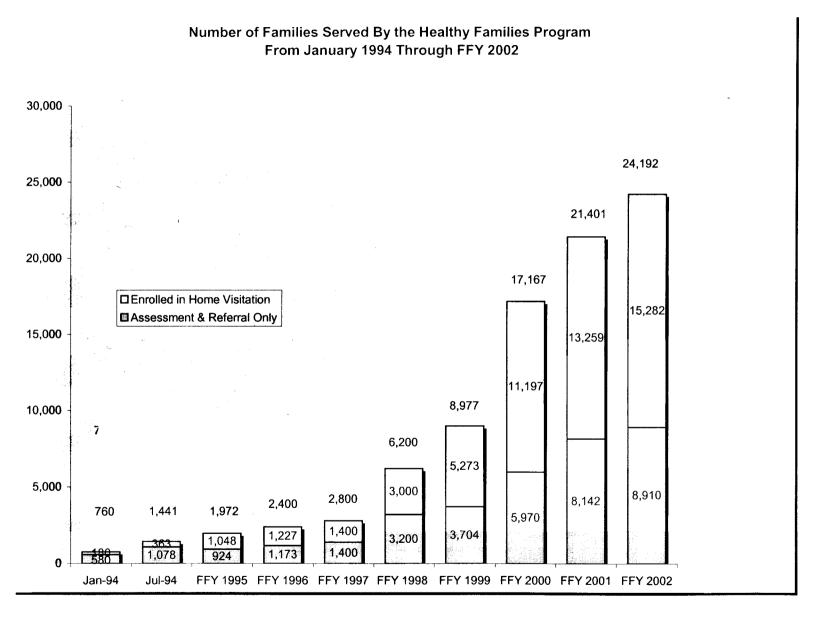


## FIRST STEPS LIAISON MAP

# Division of Family and Children/Bureau of Child Development

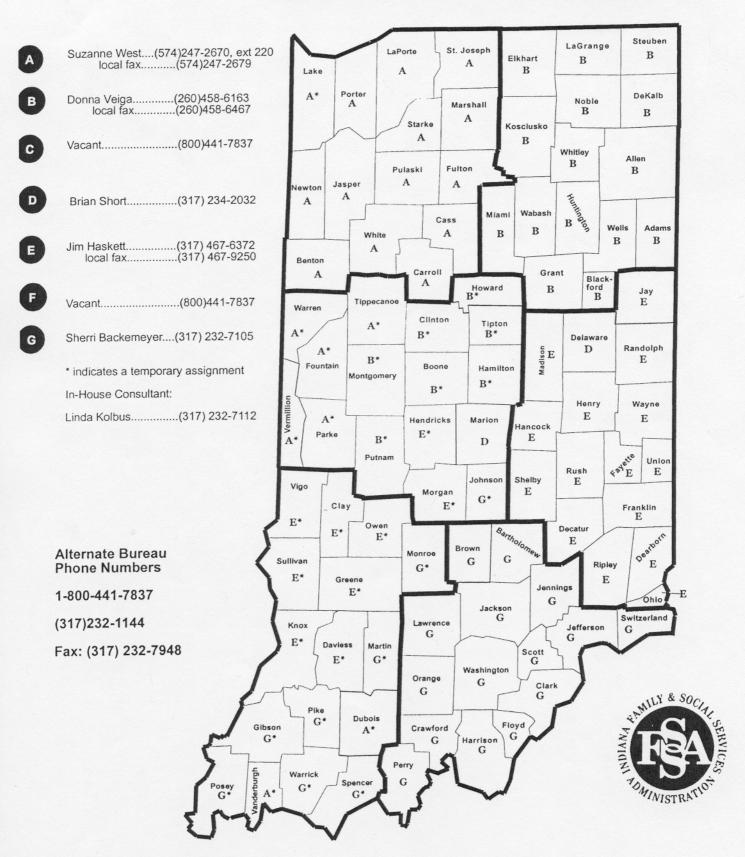


## STATE OF INDIANA FAMILY AND SOCIAL SERVICES ADMINISTRATION



Prepared by: Family and Social Services Administration Division of Family and Children Bureau of Program Evaluation June 2, 2003

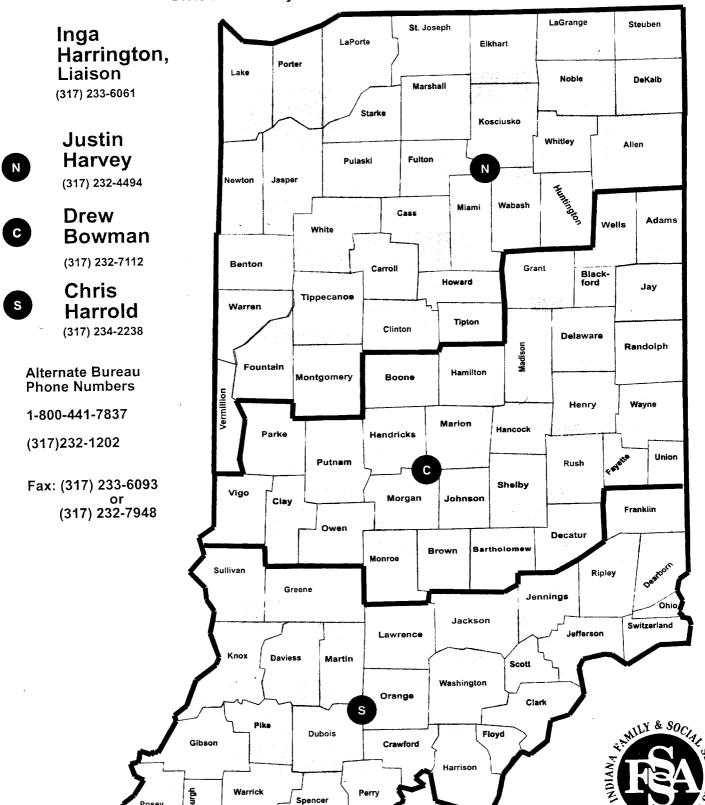
# EDUCARE LIAISON MAP Bureau of Child Development/Division of Family & Children



### **Contract Management Team**

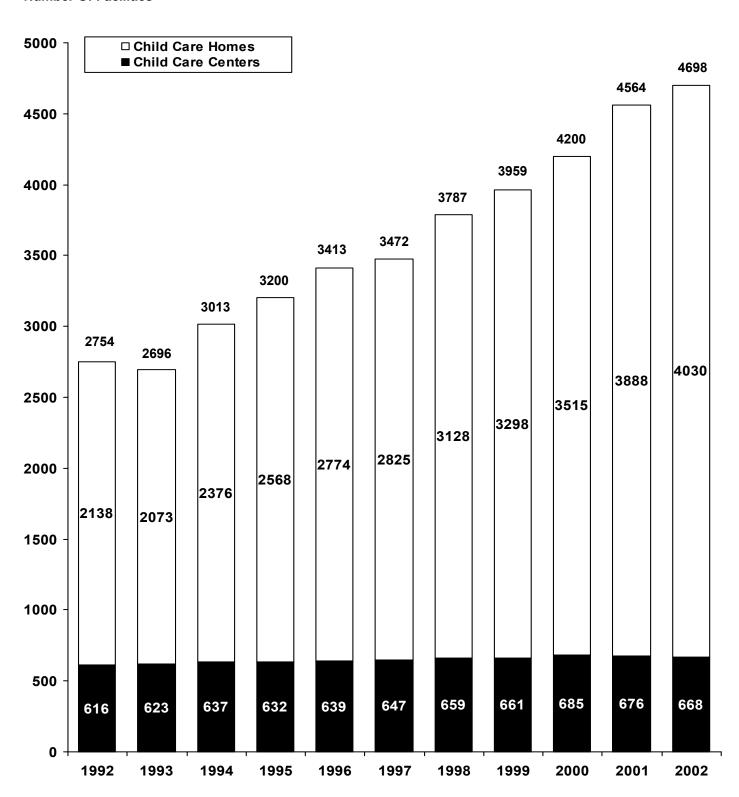
# **Accountant Regions**

Division of Family and Children/Bureau of Child Development

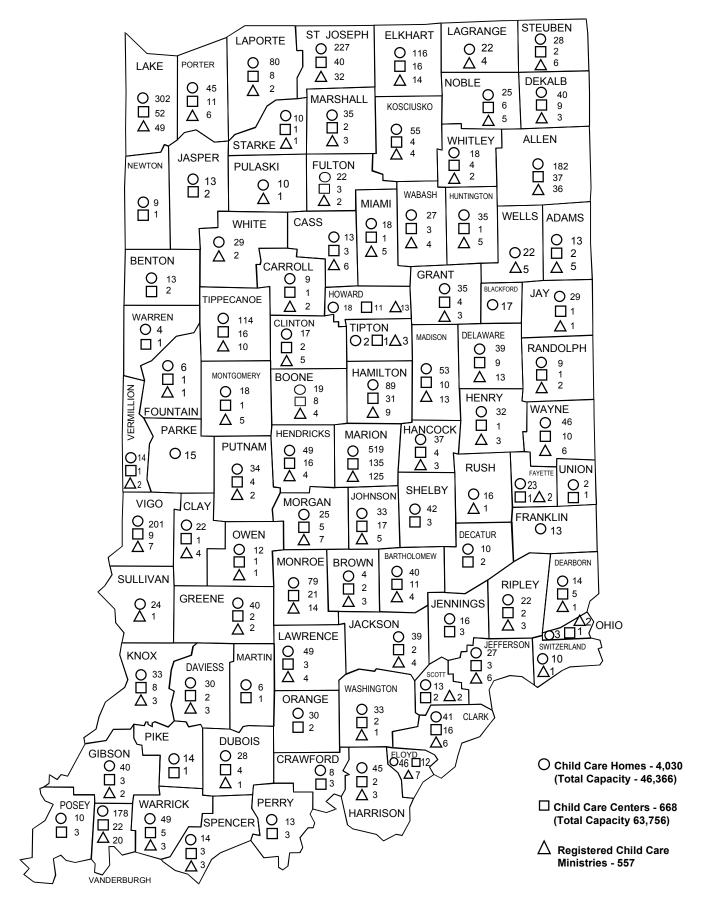


# Indiana Family And Social Services Administration Number Of Child Care Facilities Licensed By Division Of Family And Children As Of June 30 Of Fiscal Years 1992 - 2002

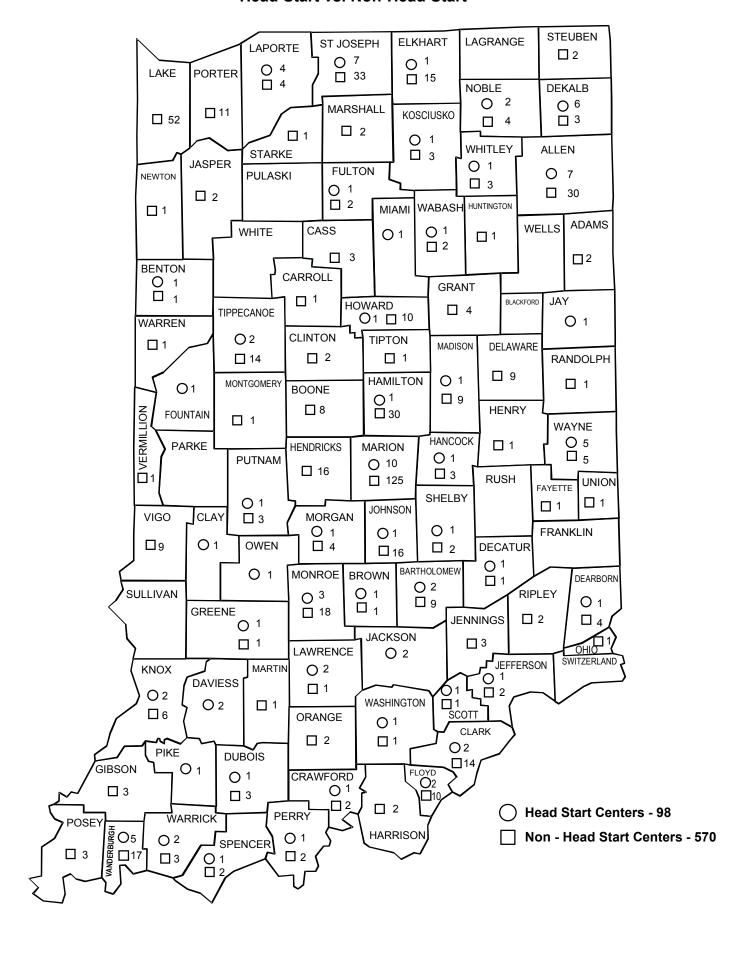
#### **Number Of Facilities**



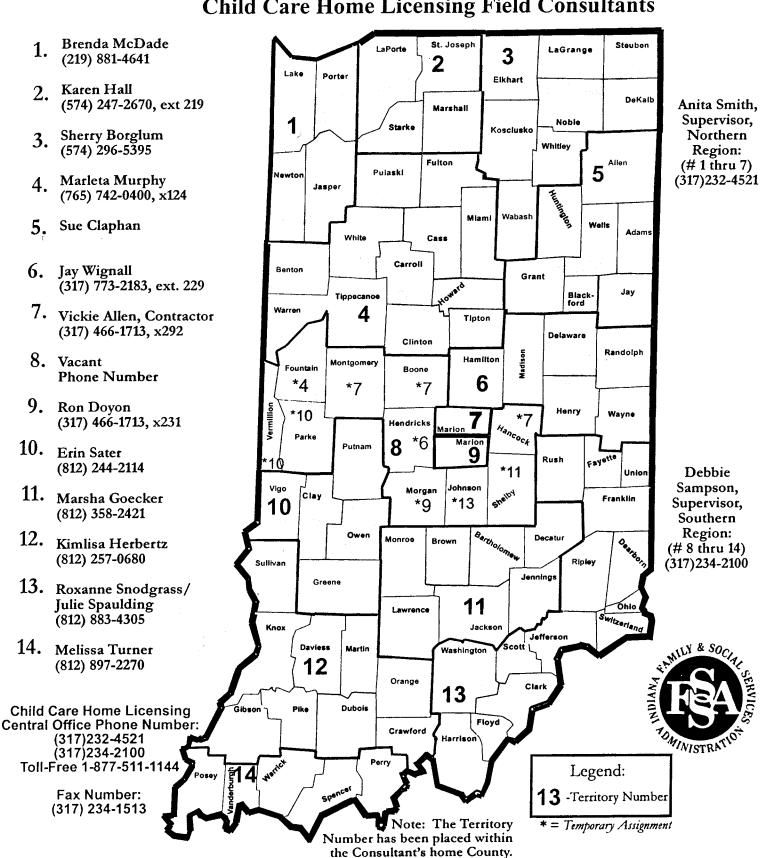
# Indiana Family And Social Services Administration Number of Child Care Homes, Child Care Centers, and Registered Child Care Ministries by County as of June 30, 2002



# Indiana Family & Social Services Administration Number of Licensed Child Care Centers as of June 30, 2002 Head Start vs. Non-Head Start

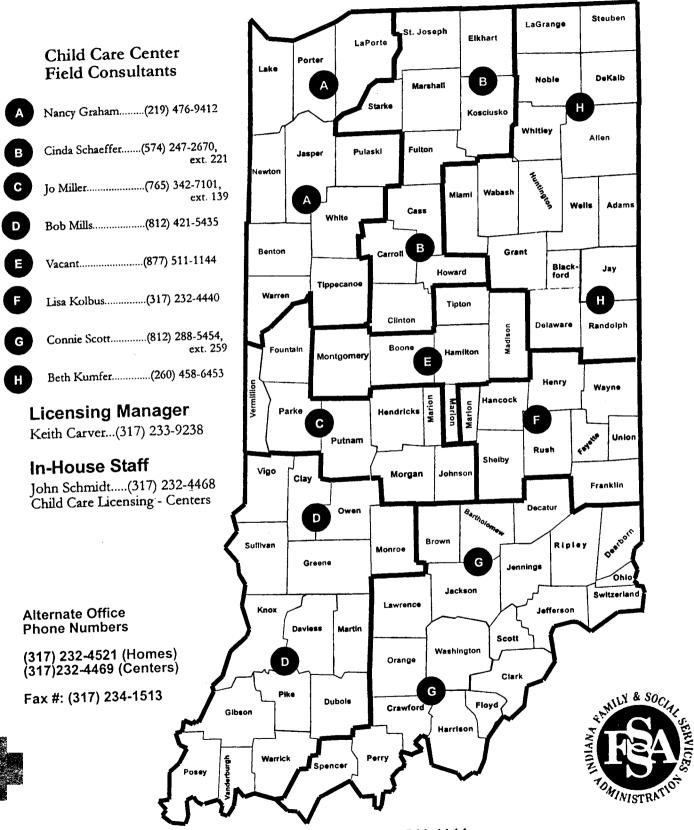


## Division of Family and Children Bureau of Child Development Child Care Home Licensing Field Consultants



**17** 

## Division of Family & Children Bureau of Child Development Child Care Licensing Unit



377

State Licensing Toll-Free Information Number - 1-877-511-1144

# CHILD CARE HEALTH SECTION

Sanitarian Map for Initial Inspections and Registered Ministries

